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C-A OPERATIONS PROCEDURES MANUAL

10.1 Occurrence Reporting and Processing of Operations Information

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Attachments

Hand Processed Changes

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Approved: *Signature on File* _____
Collider-Accelerator Department Chairman Date

E. Lessard

10.1 Occurrence Reporting and Processing of Operations Information

1. Purpose

- 1.1 This procedure provides detailed information to the C-A management chain, including C-A MCR Operations Coordinators and C-A Supervisors, for reporting and processing occurrences at the Collider-Accelerator Department. This procedure flows down Laboratory-wide requirements in the BNL SBMS Occurrence Reporting and Processing System (ORPS) Subject Area. See <https://sbms.bnl.gov/standard/20/2000t011.htm>.
- 1.2 Definitions
 - 1.2.1 Facility Manager -- Throughout this Procedure the term Facility Manager includes designees. The Facility Manager is the person designated to ensure that responsibilities assigned by this procedure are accomplished.
 - 1.2.2 ORPS - BNL Occurrence Reporting and Processing System.

2. Responsibilities

- 2.1 The Facility Manager, or designee, shall be available at all times to carry out the responsibilities for notification and reporting requirements.
- 2.2 For reportable occurrences, the Facility Manager must contact the Occurrence Categorizer.
- 2.3 The C-A Associate Chair for ESHQ is the Occurrence Categorizer for all occurrences at C-A facilities. Alternately, a list of on-duty Occurrence Categorizers and phone numbers are at <http://www.cadops.bnl.gov/AGS/Accel/SND/Occurrences/Categorizer.pdf>.
- 2.4 The Facility Manager shall document the Occurrence Reports by transmitting a Notification Report to the Occurrence Reporting and Processing System (ORPS), and shall prepare Update/Final Reports for transmission to ORPS by the Deputy Director for Operations.
- 2.5 The Chair of the C-A Department is the C-A Facility Manager. The C-A Associate Chair for ESHQ, and the C-A ESHQ Division Head, are the Facility Manager Designees. See [C-A OPM-ATT 10.1.a](#) for a list of phone numbers.
- 2.6 C-A MCR Operations Coordinators and C-A Supervisors are responsible for notifying the Facility Manager when they become aware of a potential emergency, unusual, or off-normal occurrence. A listing of potential occurrences is given in the BNL IO Occurrence Categorizer's Procedure.

- 2.7 The C-A Associate Chair for ESHQ shall maintain a listing of the Safety **Significant** Structures, Systems and Components (SSC) for the accelerator complex (see [C-A OPM ATT 10.1.c](#)). There are no Safety Class SSCs at C-A facilities.
- 2.8 Operators are responsible for completing [C-A-OPM-ATT 10.1.d](#) when responding to small and significant water spills. Operators are defined for the purposes of [C-A-OPM-ATT 10.1.d](#) as C-A Water Systems, CAS, Cryogenic Systems Operators, Power Room, and MCR Operators.
- 2.8.1 A significant water spill is defined as:
- 2.8.1.1 ≥ 100 gallons lost to the building floor or sump or sanitary sewer,
 - 2.8.1.2 a spill that causes the system pump(s) to trip off,
 - 2.8.1.3 a spill of any amount that goes directly to the ground or storm sewer,
- or
- 2.8.1.4 a leak rate outside an established baseline leak rate.
- 2.8.2 A small water spill is defined as < 100 gallons.
- 2.9 Operators are responsible for completing [C-A OPM ATT 10.1.e](#) when responding to smoke or fire in a primary area. Operators are defined for the purposes of [C-A OPM 10.1.e](#) as CAS, Cryogenic Systems Operators, Power Room and MCR Operators.

3. **Prerequisites**

- 3.1 Specifically **INCLUDED** in this procedure are occurrences within the C-A Department facilities that are considered reportable, but are the result of operations under the direct supervision of non-C-A Department personnel. Regardless of who is involved in the occurrence, C-A management shall be the authority for reporting occurrences that happen within C-A buildings and facilities defined in the [FUA Agreements](#). A list of C-A facilities is located on the [C-A Building Manager List](#).
- 3.2 Persons listed as Facility Manager, MCR Operations Coordinators, MCR Operators, Water Services Group members, CAS members, Cryogenic Systems Group Members, and C-A Supervisors, shall be trained in this procedure.

4. **Precautions**

- 4.1 The specific items given in BNL's IO [Occurrence Categorizer's Procedure](#) are not limits. The C-A [Facility Manager](#) has the freedom to treat undefined events as emergency, unusual or off-normal occurrences.

5. **Procedure**

5.1 Event or Condition Identification and BNL Notifications

5.1.1 Operations or Supervisory personnel shall take appropriate, immediate action to stabilize and/or place the affected C-A facility in a safe condition.

5.1.2 All C-A Department staff, upon identification of an abnormal or suspected abnormal event or condition, shall ensure their next higher level of supervision is promptly notified of the event status. They shall also record and/or archive all pertinent information to include details concerning the discovery of the event and actions taken to stabilize or place the facility in a safe condition. Actions shall be taken to preserve conditions for continued investigation; however, these actions are not to interfere with establishing a safe condition.

5.1.3 A notification phone list is given in [C-A-OPM-ATT 10.1.a](#). The Supervisor cognizant of the event shall notify or attempt to notify by phone his or her:

- next higher level of supervision,
- MCR Operations Coordinator if the C-A is operating,
- C-A Department Chair,
- C-A Associate Chair for ESHQ,
- C-A ESHQ Division Head,
- C-A ESH Coordinator.

5.2 The [Facility Manager](#), upon notification of an abnormal event or condition, shall contact the Occurrence Categorizer to categorize the occurrence within two hours of event or condition identification.

5.2.1 If the C-A Associate Chair for ESHQ is immediately available, he shall be the Occurrence Categorizer for C-A facilities, and he shall categorize the occurrence.

5.2.2 If the C-A Associate Chair for ESHQ cannot be reached, then a list of on-duty [Occurrence Categorizers](#) is available at <http://www.rhichome.bnl.gov/AGS/Accel/SND/Occurrences/Categorizer.pdf>

5.2.3 If the C-A Associate Chair for ESHQ categorizes a specific event for the C-A facilities, then he shall inform the on-duty Categorizer about his determination regarding report ability and categorization.

5.3 The Facility Manager shall ensure telephone or email notification of the following personnel or their alternates. A notification call list is given in [C-A OPM ATT 10.1.a](#):

- DOE Facility Representative,
- BNL Deputy Director for Science and Technology,
- BNL Deputy Director for Operations,
- Associate Laboratory Director for High Energy and Nuclear Physics,
- Associate Laboratory Director for RHIC,
- RCD Facility Representative at C-A, and
- If the occurrence has potential impacts on the groundwater such that the [Groundwater Contingency Plan](#) is invoked, then the Head of the Environmental Services Division is to be notified.

5.3.1 IF the occurrence is NOT found reportable to DOE, THEN the C-A [Facility Manager](#) shall ensure the reason is documented.

5.3.1.1 The C-A Facility Manager shall relay the information to the C-A Associate Chair for ESHQ, or if unavailable, to the on-duty Occurrence Categorizer in order to meet documentation requirements.

5.3.2 IF the occurrence involves a water spill, THEN the C-A Water Systems Group Leader, or the MCR Operations Coordinator, shall ensure that instructions in [C-A-OPM-ATT 10.1.d](#) are carried out.

5.4 DOE Notifications

5.4.1 If the event or condition is categorized as an Emergency Occurrence, then the BNL emergency response staff will make all necessary notifications.

5.4.2 Off Normal and Unusual Occurrences

5.4.3 The [Facility Manager](#) shall notify DOE when practical, but no later than 2 hours after categorization of an Unusual Occurrence.

5.4.4 The [Facility Manager](#) shall follow the notification requirements in the [SBMS ORPS Subject Area, Section 3.0, Occurrence Notifications](#).

5.4.4.1 All transmitted information shall be clear and succinct. Avoid jargon. Uncommon or site-specific abbreviations and acronyms shall be fully described.

5.5 Occurrence Investigation, Reporting, Follow-up and Closeout

5.5.1 The [Facility Manager](#) ensures that the appropriate analyses are completed and that ORPS reports are submitted to DOE (via the ORPS online system) within 45 calendar days of the occurrence categorization.

5.5.2 The [Facility Manager](#) shall follow the requirements in the [SBMS ORPS Subject Area, Section 4.0 Occurrence Investigation and Reporting](#).

5.5.3 The [Facility Manager](#) shall follow the requirements in [ORPS SBMS Subject Area, Section 5.0, Report Follow-up and Action Closeout](#).

5.5.4 The [Facility Manager](#) ensures that the BNL Deputy Director for Operations approves and transmits all ORPS Update and Final Reports.

6. **Documentation**

6.1 The [Facility Manager](#) shall comply with the documentation requirements in the [SBMS Occurrence Reporting and Processing \(ORPS\) Subject Area](#).

7. **References**

7.1 BNL's [SBMS Occurrence Reporting and Processing \(ORPS\) Subject Area](#).

7.2 BNL's Independent Oversight Office [Occurrence Categorizer's Procedure](#).

8. **Attachments**

8.1 [C-A-OPM-ATT 10.1.a, "Occurrence Notification Call List."](#)

8.2 [C-A OPM-ATT 10.1.c, "List of Safety Significant Structures, Systems, and Components \(SSC\) for Accelerator Facilities."](#)

8.3 [C-A OPM-ATT 10.1.d, "Operator Response to Water Spills."](#)

8.4 [C-A-OPM-ATT 10.1.e, "Operator Response to Smoke in C-A Primary Areas."](#)